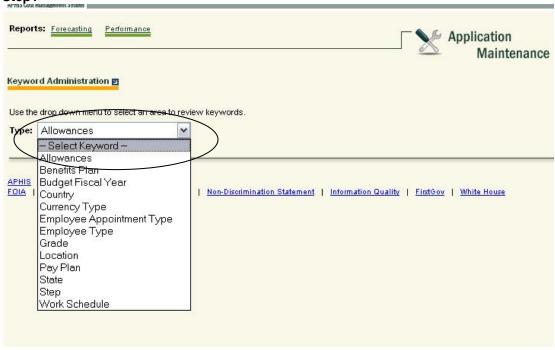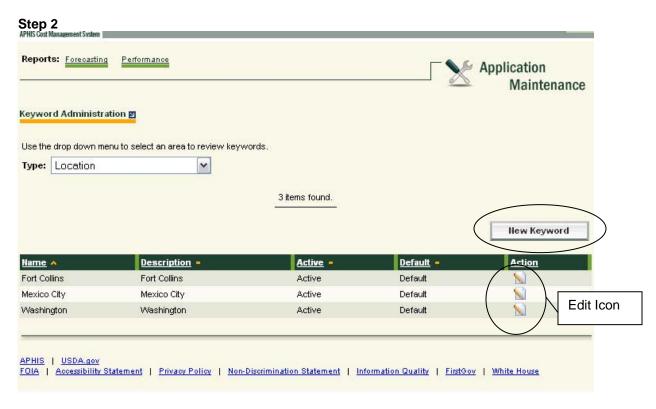## KEYWORD ADMINISTRATION

Keyword administration gives users tools to add, edit or remove keywords that are used throughout the ACMS system. The keyword administration also allows administrators to reassign existing keywords to other sections of the ACMS.
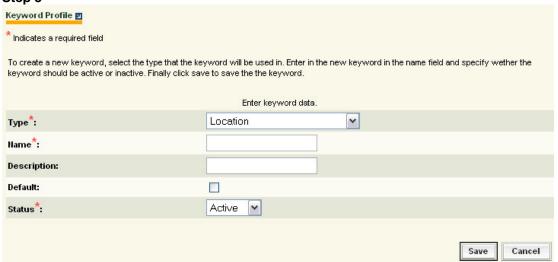
To edit or add a keyword:

Step1

Select the keyword category from the Type dropdown menu that you would like to add to or modify.

Step 2

<click> New Keyword to create a new keyword for that category or **<click>** the edit icon to edit an existing keyword.

CREATING A NEW KEYWORD

Step 3

Type: Select a keyword category from the type drop down that this keyword will be associated with.

Name: Enter in the name of the keyword
*This is a required field

Description: Add a brief description for this keyword

Default: Select this box to assign this keyword as the default keyword for that category. Setting a keyword to default will make that keyword the "pre" chosen keyword on screens throughout ACMS.

Status: Set the status to active to enable the element through

<click save> to save your keyword and return to the previous screen or **<click cancel>** to discard your information and return to the previous screen.